UC Electronic Resources Management Planning Meeting

Executive Summary Report

The following is an executive summary of the discussions held at the UC Electronic Resources Management Planning Meeting: Needs, Priorities and Systems held on March 11-12, 2004, at UC Irvine. A full report with detailed attachments will follow with the appendices listed below and transcriptions of notes made during the meeting. In attendance were nearly 50 representatives from each of the campus libraries and the California Digital Library (CDL). Many events, both formal and informal, relating to the management of electronic resources led up to the Planning Meeting. We have all had many conversations on our own campuses, planning, developing new procedures, and dedicating staff to this new workload and workflow. We have also been working with CDL in our shared electronic resource environment for approximately six years now. More formally, in spring 2003, the Collection Development Committee (CDC) asked CDL to prepare an environmental scan of available tools for shared serials decision-making that would handle both print and electronic resources. Their report, prepared by Jackie Wilson, was titled, "Serials Management—Preliminary Needs Assessment and Environmental Scan—CDL Report for SOPAG". SOPAG then charged a Program Planning Committee for the Electronic Resources Management Planning Meeting.

The Program Planning Committee followed the charge given to them to plan a meeting that would enable the group to identify needs, reach consensus on top priorities, and recommend next steps to "make quick, concrete progress" on meeting the needs.

The Planning Meeting was designed to educate participants about the issues surrounding electronic resources management (ERM), assess campus ERM needs, review current ERM systems and developing standards, and identify ways to move forward in planning for ERM for both local and UC-wide needs. Participants were asked to read several background documents prior to attending the session and fill out a survey describing the local campus ERM environment. The Planning Meeting itself included presentations on ERM issues, vendor systems available for ERM, and the Digital Library Federation's Electronic Resource Management Initiative (DLF ERMI). These presentations were followed by open discussions with the whole group and break out sessions to elicit more detailed needs, priorities, and next steps for the UC Libraries and CDL.

ERM issues at the UC Libraries were largely framed as a data management problem; credible, reliable, current, standardized data for local and shared resources was a commonly voiced need. Participants also expressed an interest in optimizing our current systems' functionality, having data flows be driven by local workflow, minimizing human interaction, and automated data exchange between campus systems and a centrally located system. There was a great deal of consensus on the issue of having a single ERMS, not multiple ERMSs feeding to a central system, but we still need to determine what information needs to reside in the local OPAC and how data would easily move from the central system to the OPAC on each campus without human intervention.

The break out groups focused on expressing their needs in the terms outlined in both the DLF ERMI functional requirements document and the "CDL Electronic Resource Management Needs Statement (draft 1/16/04)" distributed prior to the meeting. The raw data created during those break out sessions and the revised needs statement based on them will be distributed separately.

The most immediate needs identified by the campuses include the following:

- A central ERMS/shared decision-making tool to handle all UC continuations (print and electronic, local and shared for tier 1-3 and free resources), including:
  - · title and package details, the movement of titles between packages
  - · status of negotiations
  - · list price, DDP, business model for each package—title level business terms
  - · usage statistics presented in a consistent manner
  - · status of trials, new resources under consideration by campuses/bibliographer groups, track all stages of the decision-making process (intent, pending, final decisions)
  - · impact factor
  - · alerts for staff (advance notice of renewals, trials, decisions)
  - · alerts for patrons (status messages, feedback loops, pending cancellations/additions, downtime), descriptive metadata at point of use for the patron
  - · custom reports available for extraction from all fields
  - · license terms and conditions
  - · search/browse capabilities for patrons
  - · the ability to input and update data easily
  - · exportable data for other uses.

- Relief for staff on ERM workload; efficiencies for managing data; automatic updating wherever possible to minimize human interaction, reducing duplication of efforts across the campuses

- Sustainability in terms of fiscal and human resources

- The ability to see what other campuses are licensing/considering licensing

- Clean up the existing CDL MIS database; review and consolidate existing CDL web pages containing ERM data

- Staff training for different needs/uses of electronic resources and the ERMS

- Integrate and synchronize to ILSs on each campus (level of coupling to be determined)

- Facilitate and support public services staff and patrons

Medium and long term needs identified:

- Promote data exchange standards to publishers; begin to influence the design of systems for consortial needs

- Consider available consortial vendor products 1-2 years out

- Anticipate the need to manage other products ("the next wave"), not just serials

The Planning Meeting identified the following next steps:

1. The 2005 renewals (Blackwell and Kluwer/Springer) are almost upon us; CDL will proceed with a set of procedures to facilitate 2005 collection development decisions to minimize the impact experienced with the Elsevier renewal.

2. SOPAG should task a group to:
*   recommend a planning process for implementation of an ERMS
*   define a process to help us choose the level of coupling of local systems (OPAC, acquisitions module, etc.) with the centralized system
*   review the final report of the ERM Planning Meeting and the revised needs statement prepared by the Program Planning Committee based on comments received at the Meeting; investigate ways to address the immediate decision-making needs
*   translate the identified needs to a more formal functional specifications document for a long-term system design
*   look at existing systems in use and how they can be maximized for ERM
*   look at existing workflows and determine how they can be optimized; address Tier 2 purchases, SCP, and single vs. separate records
*   determine the types of data needed in the local OPACs, the level of coupling needed with the central shared system
*   determine priorities for ERM
*   project costs, assess feasibility, and determine the impact on staffing/resources.

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